



MEMORANDUM

TO: All Departments

FROM: Frankie Jacobs
Wastewater Collections Superintendent

DATE: **August 30, 2010**

RE: Job Opening – Utility Maintenance I

There is one vacant position that exists within the Sewer Department. If this position is not filled by a city employee within 10 working days of this notification, it will be open to the public on September 15, 2010.

Job Class #: 6140
Job Title: Utility Maintenance I
Department: Public Works
Revision Date: June 27, 2008

UTILITY MAINTENANCE I

Description:

Workers in this position will receive close supervision initially and are expected to be able to perform a variety of tasks without direct supervision after a period of time. The Utility Maintenance Worker 1 assists with the maintenance, repair and inspection of the sewer and water system. There are no supervisory duties.

Duties and Responsibilities:

- Under supervision, performs maintenance, repair, service and cleaning of water, sewer and storm water assets.
- Moves debris, dirt or other material from one place to another.
- Works in trenches, manholes and construction sites.
- Installs sewer and water lines and repairs leaks.
- Installs, adjusts and repairs manholes, manhole castings and covers, clean-out boxes.
- Removes and replace manhole covers.

- Assists with the maintenance & operation of pump stations.
- Sets up barricades, traffic cones and directs traffic.
- Performs other duties as described by supervisor.

Special Requirements:

- Able to climb into and out of trucks.
- Able to climb up and down ladders.
- Able to work outdoors in extreme weather conditions with exposure to the elements.
- Able to work in small, cramped or confined spaces.
- Able to perform heavy manual labor including, but not limited to, lifting, shoveling, bending, twisting, pulling, squatting and crawling.
- Available to perform after hours and weekend call out as required.
- Must maintain cooperative working relationships with other City employees.

Required Skills and Abilities:

- Ability to read, write and speak the English language at a High School graduate level.
- Ability to understand and follow oral and written directions.
- Ability to work with tools such as, but not limited to, picks, shovels, axes, saws and pry bars.
- Ability to operated motorized equipment as necessary. Examples of equipment include, but are not limited to, work trucks, dump trucks, chop saws, chain saws, generators, jack hammers, tapping machines, and pumps.
- Ability to use portable and truck radios according to FCC guidelines.
- Observes safe workplace practices.

Education:

- Must have a high school diploma or GED from an accredited institution.
- Must possess and maintain a valid Louisiana Driver's License.
- Must obtain a Louisiana Class 1 certification within twenty four (24) months of employment. Certification must be maintained while employed.

Note: Specific Louisiana certifications are related to the division where you work.

- Water Pollution Control – Requires Wastewater Treatment certification.
- Sewer Department – Requires Wastewater Collections certification.
- Water Department – Requires Water Distribution certification.